|  |  |  |
| --- | --- | --- |
| Self Assessment |  | Supervisor Assessment |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE** |  | **CAMPUS/DEPT** |  |
| **EIN** |  | **SUPERVISOR** |  |
| **TITLE** |  | **DATE** |  |

**INSTRUCTIONS:** Use the job description to evaluate the employee’s performance for each Performance Domain. Complete the Rating for each Domain. Provide Supporting Comments if rating is anything other than “Meets Expectations”. If the Domain does not apply, select "Not Applicable".

The following scale will be used with all performance domains:

|  |  |  |
| --- | --- | --- |
| **Below Expectations** | **Meets Expectations** | **Exceeds Expectations** |

**PERFORMANCE DOMAINS**

**Instructional Management Rating: Select From List**

*Promotes and supports improvement of instruction (only applies to instructional positions)*

|  |
| --- |
| Supporting Comments: |

**Student Management Rating: Select From List**

*Promotes positive student conduct (only applies to positions interacting with students)*

|  |
| --- |
| Supporting Comments: |

**Management of Administrative, Fiscal, and/or Facilities Functions Rating: Select From List**

*Supports the responsible management of administrative, fiscal, and facilities functions*

|  |
| --- |
| Supporting Comments: |

**Human Resource Management Rating: Not Applicable**

*Supports the effective management of personnel*

|  |
| --- |
| Supporting Comments: N/A |

**Organization Improvement Rating: Select From List**

*Supports leadership to improve the organization*

|  |
| --- |
| Supporting Comments: |

**Professional Growth and Development Rating: Select From List**

*Participates in professional growth and development*

|  |
| --- |
| Supporting Comments: |

**Academic Excellence Indicators and Campus Performance Objectives Rating: Select From List**

*Meets objectives as assigned (only applies to instructional positions)*

|  |
| --- |
| Supporting Comments: |

**School/Community Relations Rating: Select From List**

*Promotes a positive tone for school and community relations*

|  |
| --- |
| Supporting Comments: |

**Organization Morale Rating: Select From List**

*Fosters positive morale*

|  |
| --- |
| Supporting Comments: |

**Other Responsibilities Rating: Select From List**

*Meets objectives as assigned*

|  |
| --- |
| Supporting Comments: |

**Strengths and Opportunities for Improvement**

Strengths:

|  |
| --- |
|  |

Opportunities for Improvement:

|  |
| --- |
|  |

Employee Signature\* Date

Evaluator Signature Date

*\*Signature does not necessarily signify concurrence but rather that the evaluation was reviewed with the employee.*